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## I have been summoned, NOW WHAT?

- ✓ **IMMEDIATELY**, complete the summons information form online at <http://www.pawd.uscourts.gov/jury-information> or complete & return in the self-addressed envelope. *(All required information must be completed within 5 days)*
- ✓ Review **ALL** materials included in this packet.
- ✓ Review “**Summons Notice**” & “**Petit Juror Guide**” for details concerning *how to retrieve reporting instructions, expectations for conduct, and excuse/deferral instructions.*
- ✓ Arrange for accommodations *if you live 60 miles from Pittsburgh* and will travel.
- ✓ Begin making arrangements with your employer, childcare provider, spouse, etc.

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## What to Wear?

During your term of service, we ask that you use good judgment in attire (no shorts, tank tops, torn jeans, flip flops, tee shirts, etc.). **Business casual is appropriate.** The Court asks that the rules of etiquette be followed in the courtroom.

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## Directions

Once downtown, the Courthouse is located on the **corner of Seventh Avenue and Grant Street.**

The building is located across from the UPMC Tower (old USX Tower) on 7th Avenue & across the street from the Gulf Tower & the Federal Building on Grant Street.



Enter the building using the GRANT STREET & 7<sup>TH</sup> AVENUE ENTRANCE (nearest to the intersection of Grant Street and Seventh Avenue). **DO NOT** report to Allegheny County Courthouse OR to the Federal Building.

**Photo ID Required**

03/16

U. S. District Court  
Western District of Pennsylvania



**U. S. District Court**  
Western District of Pennsylvania



**Juror's Quick Reference  
Guide**  
**Pittsburgh Division**

700 Grant Street  
United States Courthouse  
Pittsburgh, PA  
Phone: 412-208-7540  
<http://www.pawd.uscourts.gov/>



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## What to Expect Upon Arrival

Upon entering the U.S. Federal District Court building, you will be cleared by security. **Allow 10-15 minutes for this procedure. Photo ID is required**

Firearms, pocket knives, scissors, razors, mini batons, etc., are **NOT** permitted in the courthouse. These items, as well as any others that can be construed as a weapon, will be confiscated at the entrance of the courthouse by security officers. You and any personal belongings brought into the building will be required to pass through electronic security equipment. While cell phones are permitted in the building (turned off) for now, cameras and recording devices are NOT. Cell phones with these features MAY be retained by court security until you exit the building. Picture taking and video/voice recording is **PROHIBITED** throughout the entire Courthouse.

You will then be directed to the **Third Floor** of the Courthouse building, **Room 3300**.

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## Unexpected Emergency

Should an **unexpected, emergency** situation arise on **ANY day during your two-week term**, contact the jury office immediately at 412-208-7540 during the business hours of 8:30 to 5:00 to advise us of the emergency.

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## Parking & Public Transportation Services

Where to Park, Rates, Shuttle Services, and other helpful information:

[www.alcoparking.com](http://www.alcoparking.com)  
(412) 323-4455

[www.pittsburghparking.com](http://www.pittsburghparking.com)  
(412) 560-PARK

Port Authority of Allegheny County  
Schedules, Rates, Park and Ride locations and links to other transit authorities:  
<http://www.portauthority.org> (412) 442-2000

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## Two-Week “On Call”

**Call 1-866-498-8562 after 4:00 PM the Friday before your term starts for reporting instructions, then again on Monday, Tuesday, and the following Friday, Monday & Tuesday AFTER 4:00 PM during your two week period (*read enclosed Petit Juror Guide for full explanation*). You are responsible for calling to receive your reporting instructions using your nine digit number. DO NOT PHONE IN BEFORE 4:00 - you will not be receiving the most updated instructions.**

Automated Juror Phone System: 1-866-498-8562. Call AFTER 4:00 P.M. each day described above during “on call” period. Do Not report without calling for your instructions first.

**You MUST be available on any day during the 2-week term to report and if selected, to serve.** *ANY conflict previously scheduled by you on any day during this 2 week term must be reported to the jury office in advance to the start of the term.*

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## Hotels and Lodging

(Not intended as a complete listing or endorsement)

Courtyard by Marriott  
Downtown.....412-434-5551

Hyatt Place North Shore.....412-995-4244

Marriott Hotel-Downtown....412-321-3000

Doubletree Hotel-Downtown..412-281-5800

Hampton Inn-Smallman Street (“The Strip”).....412-288-4350

Sheraton Hotel (@Station Square)  
.....412-261-2000

Westin Convention Hotel-  
Downtown.....412-281-3700

Omni William Penn Hotel  
Downtown.....412-553-5100

Hampton Inn Greentree...412-922-0100  
(Door to door shuttle service)

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## Enjoy Downtown Pittsburgh

(Dining, Shopping, Activities)

[www.DowntownPittsburgh.com](http://www.DowntownPittsburgh.com) (Web only)

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